



Jefferson County Education Service District

Wednesday, October 6, 2021

Work Session – 5:00pm Regular Session – 6:00pm

REMOTE ACCESS ONLY

Topic: JCESD Board Work Session and Meeting
Time: Oct 6, 2021 05:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/86489119232?pwd=azZFZHBUZWhL3dlVzQyWmlFWkhkZz09>
Meeting ID: 864 8911 9232 Passcode: 014797

2021/2022 Board Members: Chair Jamie McLeod-Skinner; Joan Starkel, Daniel Petke, Dani Cowdrey; Barbara Ibrahim; Raylene Thomas and Chelsey Huttinga

REGULAR SESSION BOARD MEETING **MINUTES**

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

Board Chair Joan Starkel called the meeting to order at 6:03pm followed by the Pledge of Allegiance and for attendance.

ATTENDANCE: Chair Joan Starkel, Jamie McLeod-Skinner, Dani Cowdrey, Barbara Ibrahim; Daniel Petke and Chelsey Huttinga

ABSENT: Raylene Thomas

AGENDA ADOPTION

Superintendent Shay Mikalson requested to add a discussion item to section 3 (Communication / Presentations / Reports) for the JCSD 509J School Bond presentation.

Jamie McLeod Skinner requested to also add the JCSD 509J Bond Measure as an action item for the JCESD board to consider endorsing the measure as a collective.

Jamie McLeod Skinner motioned to adopt the agenda, to include the two added items mentioned, seconded by Barb Ibrahim; motion passed unanimously – **Approved 6/0**, (1 absent).

COMMUNICATION / PRESENTATIONS / REPORTS

Audit Report Presentation

SGA CPA Brenda Bartlett presented the audit report as reflected in the board packet (pages 6-64) by summarizing the findings as shown on pages 10-12 and the Independent Auditors' Report required by Oregon State regulation (pages 63-64). Brenda Bartlett concluded the audit report with the auditor's letter, dated September 18, 2021.

Board Chair Starkel asked if there are any questions or comments from the board. With no questions, Board Chair Starkel commenced to the next item on the agenda.

AMERESCO – Summary of recommended facility improvements

Ameresco Account Executive Joe Mankiewicz presented on the summary of recommendations for facility improvements as reflected on the energy savings project (pages 65-66 of the board packet); Mr. Mankiewicz also explained the proposed financing (if agreed between JCSD 509J and JCESD) to fund the selected projects/improvements as reflected on the energy savings summary.

Discussion took place with board members asking questions ranging from how the projects selected were chosen; what the costs are, and what retro-commissioning means. Joe Mankiewicz addressed the questions and explained what retro-commissioning means.

Discussion took place regarding the water heater, why it was not selected and, if the JCESD Board desires, it can be added to the project list with adjustments to the scope of work and cost.

It was asked if the JCSD 509J has approved the project and proposed funding. CFO Martha Bewley explained they have not, but it will be on the agenda for their next meeting. It was also explained that the funding for JCESD would be between the JCESD and JCSD 509J, and they can discuss the terms of the agreement.

A question was asked to CFO Bewley, if these costs are already covered in the budget and if we have the resources to make this expense. CFO Bewley explained, that is why we have gone to this financing option. This option with 509J will fit into our current budget; anything in the future we will have to plan for, with whatever means (whether that comes from grants or ESSER) is appropriate at the time.

It was also asked if these projects are contingent on the JCSD 509J Bond approval. It was explained that these projects would go forward whether the bond is approved or not. It was shared that this can also be an example of good stewardship of funds, partnering with with 509J as a cost savings.

Discussion took place regarding the retrofitting process (HVAC vs. something like lighting) and breakdown of labor costs.

Superintendent Shay Mikalson asked the board if they would like to move the added agenda item “509J Bond presentation” up on the agenda to allow for guests to present and leave the meeting if desired. The JCESD board members agreed, and Superintendent Mikalson introduced JCSD 509J Board Member Jamie Hurd.

[Added topic] JCSD 509J Bond Presentation

JCSD 509J Board Member Jamie Hurd presented on the JCSD 509J Bond with a presentation that has been used for informational meetings throughout the Jefferson County community. She also explained that they have been approved to receive a \$4 million matching grant from the state to help fund the projects if the Bond is approved.

JCSD 509J Board Chair Laurie Danzuka joined the presentation and explained that the Bond committee was very mindful to include all the schools in the district; that it was intentional to be fair to all schools and they also included youth/students on the committee.

JCESD Board thanked the JCSD 509J Board members for the presentation and asked to confirm that, if this bond is approved it will result in no increased taxes. It was stated – that is correct *[see follow-up conversation that took place regarding this topic, later in the meeting - in the action items for the 509J Bond Endorsement]*.

A board member commended the bond committee for considering the Metolius pick-up zone in the list of projects as it has been a concern for years.

It was asked by a JCESD board member if it would be helpful to the bond committee if the JCESD would offer their endorsement to the Bond measure. The JCSD 509J board members present (Jamie Hurd and Chair Laurie Danzuka) confirmed that it would be helpful and much appreciated. A conversation took place about what endorsement(s) may be helpful.

Board Chair Starkel thanked 509J board members for the Bond presentation and continued to the next agenda item.

Ready Schools Safe Learners (RSSL) update

Superintendent Shay Mikalson shared that he has connected with every one of the JCESD staff members, one-on-one and he has been hearing amazing things about the work and services at JCESD. He also took the opportunity during the one-to-one meetings to have conversations with the employees regarding the Governor's vaccine mandate. He can attest that all JCESD employees have met the Governor's requirements related to that mandate, as of October 18, 2021 when they come into effect (vaccine, or medical exception, or religious exception). He will be sending letters to all four of the component districts to attest to that.

Local Service Plan update

- Black Butte, September 20, 2021;
- JCSD 509J, September 29, 2021
- Ashwood, September 30, 2021
- Culver, October 8, 2021

Superintendent Shay Mikalson shared that over the past month he has met with three of the four component districts (Black Butte, JCSD 509J and Ashwood) to discuss our services in Local Service Plan; what is working, and what they may see differently. He stated he is extremely impressed about what he has heard about the support that each district has received and how they feel supported by the team. Superintendent Shay Mikalson said, in November we will be asking two board members to join the committee to review the Local Service Plan and they will have the opportunity to visit the component districts when the Local Service Plan is presented to them during the final proposal adoption process.

SIA/ODE Update

Superintendent Shay Mikalson discussed some items in the Student Success Action progress report (page 67-72) in the board packet where he sees board advocacy may be needed. He explained that

the school districts have done more planning than implementation in the past few years, because there are eighty-eight reports that need to go to the Oregon Department of Education and that does not include the other federal and state agency reports that are required – with that realization, the full hope of the intention of the SSA may not be achieved. In January 2022, the ODE plans to bring things in alignment and some of the plans that used to be separate will be merged together.

OAESD Governance Council Meeting Update

Superintendent Shay Mikalson shared that he and Jamie McLeod-Skinner attended the OAESD Governance Council Meeting on September 9, 2021. They approved the slight increase of the dues. He shared that the plans have changed, they will not have the November Summit. The Legislative Committee has some openings; three for board members and one for Superintendent; if our board would like to make any nominations for that, they would need to be done to the OAESD by October 29th.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS:

*(Option 1) **Board Chair will offer opportunity during meeting*** The Board of Directors reserves this time for citizens to speak to the Board; because time is limited, as a standard practice, and courtesy to others and to maintain our meeting schedule, guests will be allotted three minutes (or less if needed, based board chair prerogative) to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker.

*(Option 2) **Written Comment**:* The JCESD Board may accept public comment in writing prior to the meeting. If you are a member of the community and wish to provide a public comment they will be taken in written format ONLY. Written comments must be received by 1:00 pm on Wednesday, October 6, 2021 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation. Please submit your [COMMENT HERE](#)

There were no comments submitted this evening.

1. ACTION ITEMS

A. Consent Agenda

1. Approval of **September 1, 2021** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Chair Joan Starkel stated she has some questions on the financials:

- *What is the \$4K+ for board advisory?*
- *What is the Linn Benton program administrator?*
- *On the financial statement – are the encumbrances for support services; is that for the unfilled SLPA and the assistant?*

CFO Martha Bewley and Superintendent Shay Mikalson answered/addressed Joan's questions: The \$4K+ was for the PERS Bond, and that check came back to us (and was voided) because it was paid through the bond. Superintendent Shay Mikalson explained the OAESD hired the executive director and program director through Linn Benton ESD; and as reported earlier, he and Jamie McLeod-Skinner were part of that meeting as representatives of one of the nineteen ESDs. CFO Martha Bewley explained that the encumbrances (under/over budget) is where we take into account the vacancies that we currently have.

Barb Ibrahim asked if there would be opportunities for board members to learn in order to understand the budget (ins-and-outs) and the process, suggesting a work session. Superintendent Mikalson said there are multiple avenues to plan to learn about the budget – yes, we can have work sessions, but also let the board know that he and CFO Martha Bewley are available to meet with individual board members (as schedules allow) to explain and answer questions to get a better understanding as we plan ahead for the budget. After all questions were addressed, Chair Starkel called for a motion on the consent agenda.

Jamie McLeod-Skinner motioned to approve the consent agenda as presented, seconded by Chelsey Huttinga; motion passed unanimously – **Approved 6/0**, (1 absent).

B. FY20-21 Audit Report

Jamie McLeod-Skinner motioned to approve the FY20-21 Audit Report as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0**, (1 absent).

C. Ameresco Proposal / Partnership with 509J

Jamie McLeod-Skinner requested clarification - it is her understanding that this request is stating that the JCESD board would be voting to move forward with the proposal and partnership with 509J, but the final proposal will be brought back to the board once the JCSD 509J board approves their proposal. **Staff confirmed.**

Barb Ibrahim asked if other board members have feedback on the water heater and if that should be considered. Chair Starkel shared that, in her opinion, they do not shower or bathe in that building, they use it for the toilets and washing their hands but doesn't think it is needed (considering the expense) at this time. Special Services Director Barbara Garland also shared her recollection is the water heater was replaced not that long ago when the bottom rusted out. Superintendent Mikalson explained that the summary of needs presented in this proposal are a true reflection of the important needs at this time.

Barb Ibrahim motioned to move forward with the Ameresco proposal, and with discussion for partnership with the JCSD 509J board as summarized in the proposal, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0**, (1 absent).

D. *[Added topic]* 509J Bond Endorsement

Board Chair Starkel asked if there is further discussion or a motion for the JCESD Board to endorse the JCSD 509J Bond.

Jamie McLeod-Skinner said, given this was a great presentation and given this is an opportunity to support these facilities she would encourage (with the key point that it would not result in an increase in taxes) the public, and urge the JCESD Board endorse, then independently (as board members) to personally endorse and use their title in the endorsement.

Board Chair Joan Starkel said she agrees and shared that the majority of the JCESD staff also work with JCSD 509J.

Barbara Ibrahim requested clarification in the statement the tax rate will not increase (taxes vs. tax rate); when considering the housing market in Central Oregon the amount someone pays in taxes may increase and in her personal opinion the information would help the community understand if that is their worry. Discussion took place about the taxes vs. tax rate considering the housing market in Central Oregon.

CFO Martha Bewley clarified that the tax rate would not increase. Superintendent Mikalson confirmed that the tax rate would not change with a Bond going on and Measure 50 put a limit on how much increase on the property value at 3% per year - true market value. Brief conversation took place regarding the tax rate, the potential for paying less taxes as more homes are built.

Superintendent Mikalson cautioned the Board in making a motion or make a public statement - they should be very clear about, if you talk tax rate that you are accurate because you will know what is said, will be true in years ahead.

Jamie McLeod-Skinner motioned that the JCESD Board fully endorse the JCSD 509J Bond Measure, authorize the JCESD Board Chair to write the letters **to the editor** on behalf of the JCESD Board, with the exact language deferred to the superintendent and board **chair** to finalize **the language for the letter**; and authorize individual board members to use their JCESD board titles, if (as individuals) they endorse the measure, if they so choose. Motion was seconded by Chelsey Huttinga. Motion passed unanimously – **Approved 6/0**, (1 absent).

Jamie McLeod-Skinner motioned to re-visit the agenda adoption to allow for another action item – for a nomination of our Superintendent Shay Mikalson for the OAESD Superintendent position discussed in the OAESD Governance Council Meeting – as deadlines are before the next ESD meeting; seconded by Barbara Ibrahim. Motion passed unanimously – **Approved 6/0**, (1 absent)

E. [Added topic] Nomination of Shay Mikalson as Superintendent Representative for the OAESD Legislative Committee

Jamie McLeod-Skinner confirmed with Superintendent Mikalson his willingness to run; then she motioned to nominate Superintendent Shay Mikalson for the position of Superintendent Representative on the OAESD Legislative Committee, and to authorize the JCESD Board Chair to

make the request prior to the deadline. Motion was seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0**, (1 absent).

BOARD HIGHLIGHTS

- Thank Martha, our staff, Casey and Brenda for a fantastic audit.
- Thank you to Ameresco Account Executive Joe Mankiewicz for being a trooper and staying through the entire board meeting.
- Thank Tessa for the board packets with page numbers noted.

REMINDERS:

- Next Board Work Session (5pm) & Regular Session Meeting (6pm) – **Wednesday, November 3, 2021** [Work Session topic: Superintendent evaluation process]
- OAESD Superintendent & Board Summit - **November 11, 2021**, location and time TBD.
- ~~OAESD Governance Council – **November 11, 2021**, location and time TBD.~~

Discussion took place regarding the remote access meetings and the connectivity challenges. The board would like to continue to have remote meetings until the New Year 2022. Superintendent Mikalson and Board Chair Starkel informed the board, if there is a need for higher quality access they are willing to meet at the JCESD to help. Chelsey Cuttinga said she may like to meet, she will let them know.

Barbara Ibrahim asked if there would continue to be a remote access available even if they start attending in-person. She thinks it is wise to wait to the New Year considering the COVID risk, but also agrees that it would be nice to meet in-person.

A discussion took place about the logistics and safety measures for in-person meetings.

MEETING CLOSURE/ADJOURNED

With no further business Board Chair Starkel adjourned the meeting at 7:48pm.

DRAFT to Board for Approval at next meeting:

November 3, 2021

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date